

Meeting Date: December 21, 2022

Approved by: Paul R. Williams on 1/18/23.

ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Lara Barchard (LB)/Director
Margaret Moran (MM)/Director	Karen Kelley (KK)/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Amanda Gordon/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Sarah Howard-Willms (SHW)/Staff
Melissa Wenzlick (MW)/ Bookkeeper	

MEETING LOCATION & TIME:

Building/Room: Microsoft Teams Video Conferencing Platform

Actual Start/End: 5:30PM–6:09PM

Meeting Recorder: Hector Alberty (HA), Administrative Assistant to the Principal

I. CALL TO ORDER:

- JW- 5:30PM Judy William called the meeting to order. A quorum was met.

II. REVIEW OF PUBLIC NOTICE:

- Posted on School Website
- Posted on School Facebook Account Page
- Posted on School Premises

III. APPROVAL OF MINUTES- November 16, 2022.

JW- Asked the board directors if they had an opportunity to review the November 16, 2022, board meeting minutes; they had. MM made a motion to approve the minutes for November 16, 2022. JW seconded the motion, motion passes- 5:31pm.

IV. REPORTS:

- Review of District Compliance Checklist/Status-** SS stated that FACE’s 2022-2023 district compliance score currently is 97 and that all upcoming submission items will continue to be monitored and submitted. SS asked the board if any additional questions regarding the district compliance status were had at this time; none were had.
- Review of Financials-** SS asked MW to discuss/address this month’s financial report, and any concerns that may be had. Discussion ensued. JW asked for clarification regarding where to locate the over/under amounts for the month on the report. MM agreed that this information should be included within the provided monthly reports, it can also be accessed

through Quickbooks, via the Cash Flow Report. MM asked that MW include the cash flow report going forward. Discussion ensued. MM provided MW with background into what the board is asking for, in terms of reporting, budgeting, and documentation of monies coming out of or being moved between various categories. Discussion ensued detailing a board financial workshop. A tentative date of February 15, 2023 was agreed upon. SS asked if the board had any other questions for MW. None were had. MM stated that board permissions to access Quickbooks may have been restricted when account information was last changed. SS to look into this issue and remedy it.

- c. **Operations and Management-** SS presented the staffing status to the board, along with the monthly generated new hire and termination reports. JW inquired about any anticipated and/or current vacancies/staffing needs. Discussion ensued. SS discussed a maintenance report that was sent to the board detailing the growing need to hire/contract a maintenance provider. Discussions are being had with the church to see if a joint hire could be made. SS to provide the board with more information once it is made available. Discussion ensued.
- **Assistant Principal/Curriculum-Learning Department Report- Sydney Sampson**
 - ✓ SS asked that the board reference the submitted certification report. SS reported that there no board actions required this month. SS provided updates to teacher assignments. Discussion ensued.
- **ESE Department Report- Sarah Howard-Willms**
 - ✓ SHW stated that the ESE department continues to monitor and conduct any/all upcoming IEPs and transfers. SHW shared that last Friday, a school-wide “Polar Express” day was organized; “hot” chocolate and cookies were served. MM inquired if the six IEP student transfers had been completed. SHW stated that those transfer IEPs had been completed in November and that their matrix levels were put into the system. SHW asked if the board had any additional questions for her, none were had at this time.
- **Data Processor- Karen Kelly**
 - ✓ KK reported that the current student enrollment count is 161; one student withdrawal and two new student entries had occurred since the previous board meeting. KK stated that FACE is continuing to monitor enrollment and is anticipating four potential student losses. KK has two enrollment offers out at the moment with scheduled tours in the month of January. The next enrollment meeting is scheduled for January 17th at 1:00pm. KK asked if the board had any additional questions for her, none were had at this time.
- **Behavior Department- Juliana Giraldo-Isaza**
 - ✓ JGI stated that Safety Care Training for trainers has been scheduled for the upcoming year, with one additional staff member being considered to become a trainer. In an effort to potentially lower training costs, a Mat Blocking protocol is being developed by FACE. Discussion ensued. JGI shared that the district is requiring one behavior-related

training that she will be attending. JGI asked if the board had any additional questions for her, none were had at this time.

V. OLD BUSINESS:

N/A

VI. NEW BUSINESS

N/A

VIII. ADJOURNMENT:

- 6:09PM- JW asked for a motion to adjourn the meeting. MM presented a motion to adjourn; LB seconded the motion. Motion passes.

ACTION ITEMS:

Action	Assigned To	Deadline
Reinstate board member access to Quickbooks.	SS and HA	As soon as possible.

MOTIONS APPROVED:

Motion	Motion	Seconded
Approval Of Minutes: November 16, 2022- 5:31pm.	MM	JW
Motion to Adjourn- 6:09pm.	MM	JW